



EAC Form

Notification for Show Management

Deadline: March 7, 2008

NOTE: All EAC Forms and Insurance Riders must be completed and forwarded to Show Management and Shepard Exposition Services no later than **March 7, 2008** and must name EH Publishing and Shepard Exposition Services as additionally insured during the dates of April 7-10, 2008.

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Fax: 508.663.1595 (Attention: Amy Reddington)

WHAT IS AN EXHIBITOR APPOINTED CONTRACTOR (EAC)?

An EAC is any company, other than the official contractor listed in the exhibitor manual, providing a service and needing access to an exhibit any time during installation, show dates, and/or dismantling (i.e. display installation and dismantling, models / demonstrators, florist, photographer, audio/visual).

WHAT ARE THE RULES REGARDING THE USE OF EXHIBITOR APPOINTED CONTRACTORS?

Exhibitors may use their own sub-contractor for any services not provided exclusively to RoboBusiness. Exclusive services are Material Handling, Lead Retrieval, Electrical, Internet, Booth Cleaning, Telecommunications, Security and Food & Beverage Service.

EXHIBITOR INFORMATION:

Company: _____ Booth #: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature: _____ Email: _____

EXHIBITOR-APPOINTED CONTRACTOR INFORMATION

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

***Reminder: If you are using an EAC for labor, please ALSO complete the Shepard EAC Form located in the Shepard Services Kit.**